TW METALS' IMAGING

USER MANUAL

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1. Getting Started

After installing the software, choose any of the steps below to run the application:

- Click the **Start** button. Select **Programs**. It will list all the programs currently installed on the computer. Select **ImageX → TWMetals Imaging → Imaging Application** to start the application.

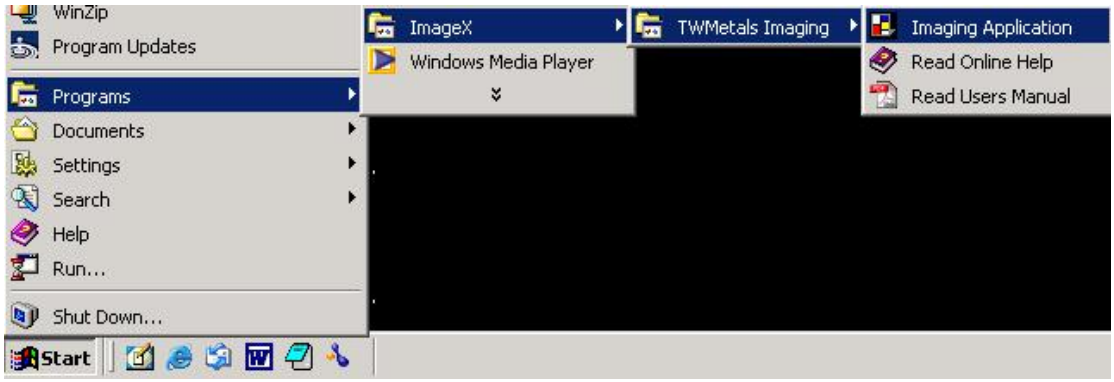


Figure 1.1: Starting Application

- Double-click the application icon on the desktop,

, or click Open in the right-click side menu.

On selecting the application from above start menu, the following Login screen is displayed.

Figure 1.2: Login Screen

Enter correct **User Name** and **Password** and click **'OK'** to proceed further.

- **User Name:** Unique login-name assigned to each user of the application.
- **Password:** Known to individual users used for authentication purposes.

If not authenticated, application flashes following error message and again shows the Login box for the user to re-enter these values.

Figure 3.2: Invalid Login Entry Message

On correct authentication, the main screen appears.

Note:

- The first time the application is run, the **Configuration and Registration screen** is displayed asking the user to configure the settings in order to work through the application properly.
- Only an Administrator can configure the settings for the application. The default **Login** is IMAGEX and the **Password** is IMAGEX#77. These values are configured to use the system after its first installation and are case sensitive.

2. Application Configuration & Registration

The first time the application is run, the Configuration & Registration screen opens. These settings need be done only once, the first time the application starts, though they can be re-configured later by clicking on **Tools** → **Configuration Settings**.

2.1 Server Link Tests

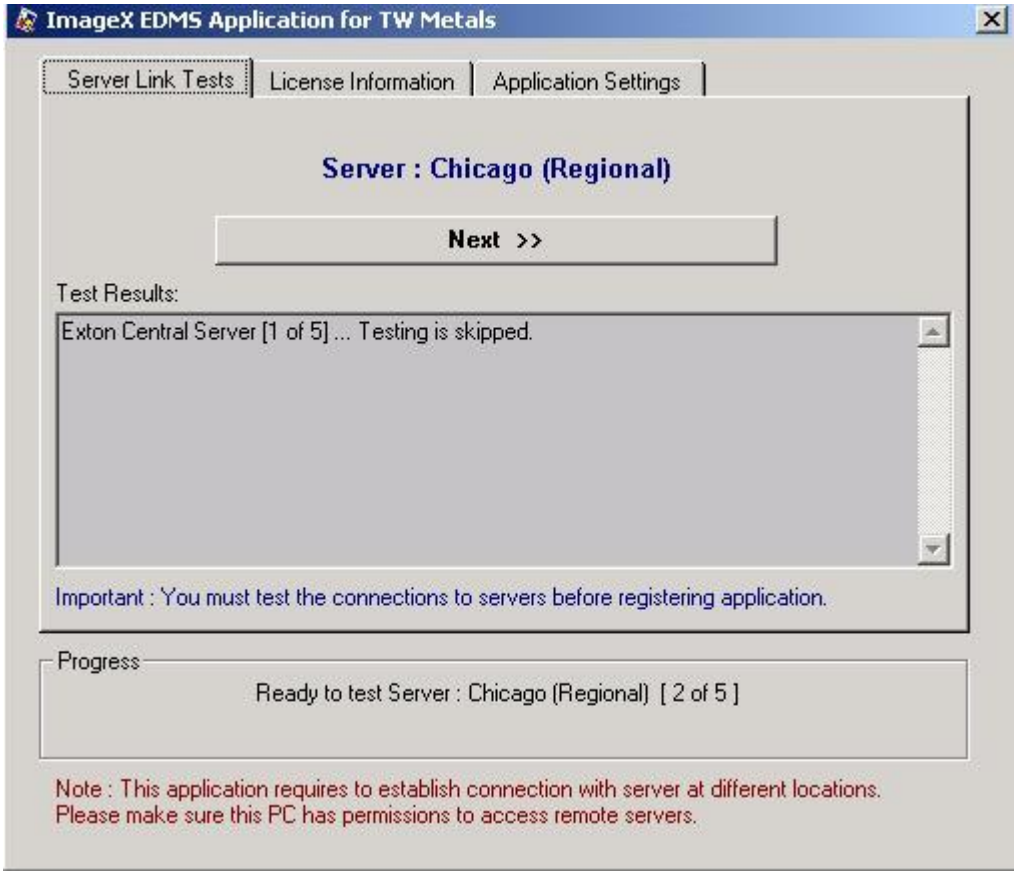

ImageX EDMS Application for TW Metals
Server Link Tests
License Information
Application Settings
Server : Chicago (Regional)
Next >>
Test Results:
Exton Central Server [1 of 5] ... Testing is skipped.
Important : You must test the connections to servers before registering application.
Progress
Ready to test Server : Chicago (Regional) [2 of 5]
Note : This application requires to establish connection with server at different locations.
Please make sure this PC has permissions to access remote servers.

Figure 2.1.1: Configuration and Registration Screen

The first thing the user needs to do is test connection with the servers. For this, click on the **Next** button. The screen that ensues is thus

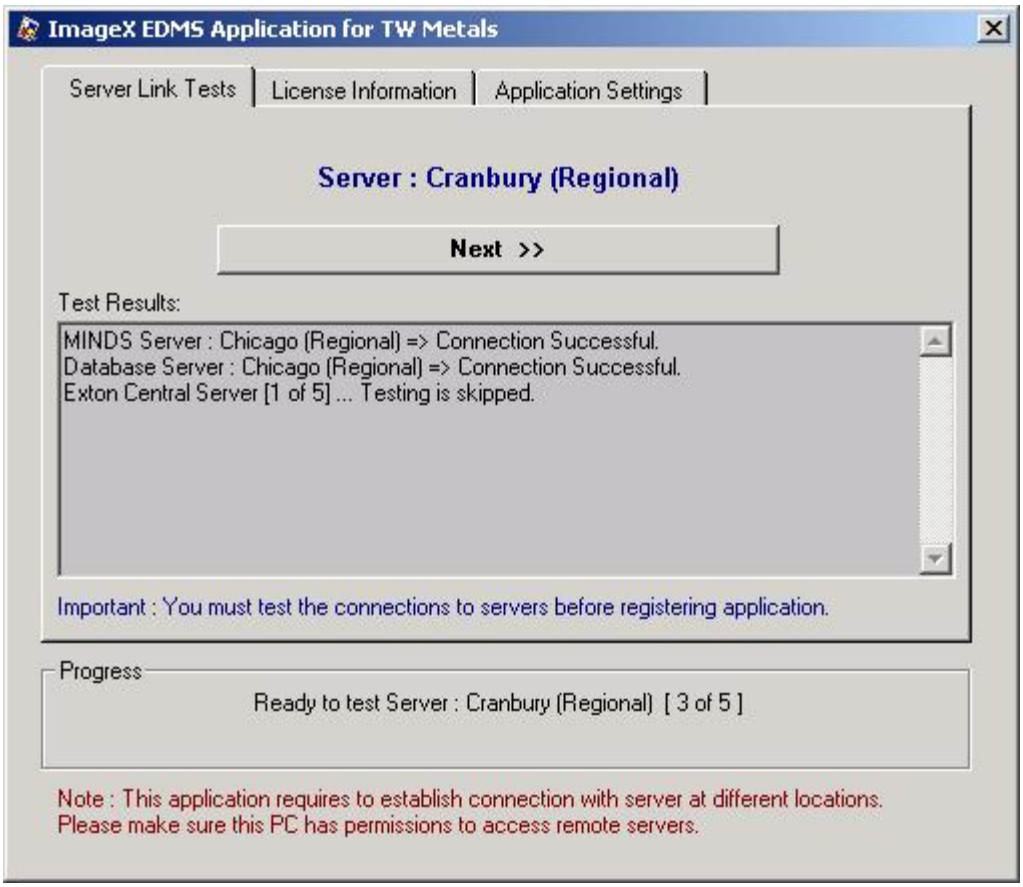

ImageX EDMS Application for TW Metals
Server Link Tests
License Information
Application Settings
Server : Cranbury (Regional)
Next >>
Test Results:
MINDS Server : Chicago (Regional) => Connection Successful.
Database Server : Chicago (Regional) => Connection Successful.
Exton Central Server [1 of 5] ... Testing is skipped.
Important : You must test the connections to servers before registering application.
Progress
Ready to test Server : Cranbury (Regional) [3 of 5]
Note : This application requires to establish connection with server at different locations.
Please make sure this PC has permissions to access remote servers.

Figure 2.1.2: Testing Connection with Servers

The connection needs to be tested for all the 5 servers, one by one. Once all the servers have been connected to successfully, the following message will ensue.

Figure 2.1.3: Testing Connection with Servers Completed

2.2 License Information

The next thing the user needs to do is provide licensing information to register with the server.

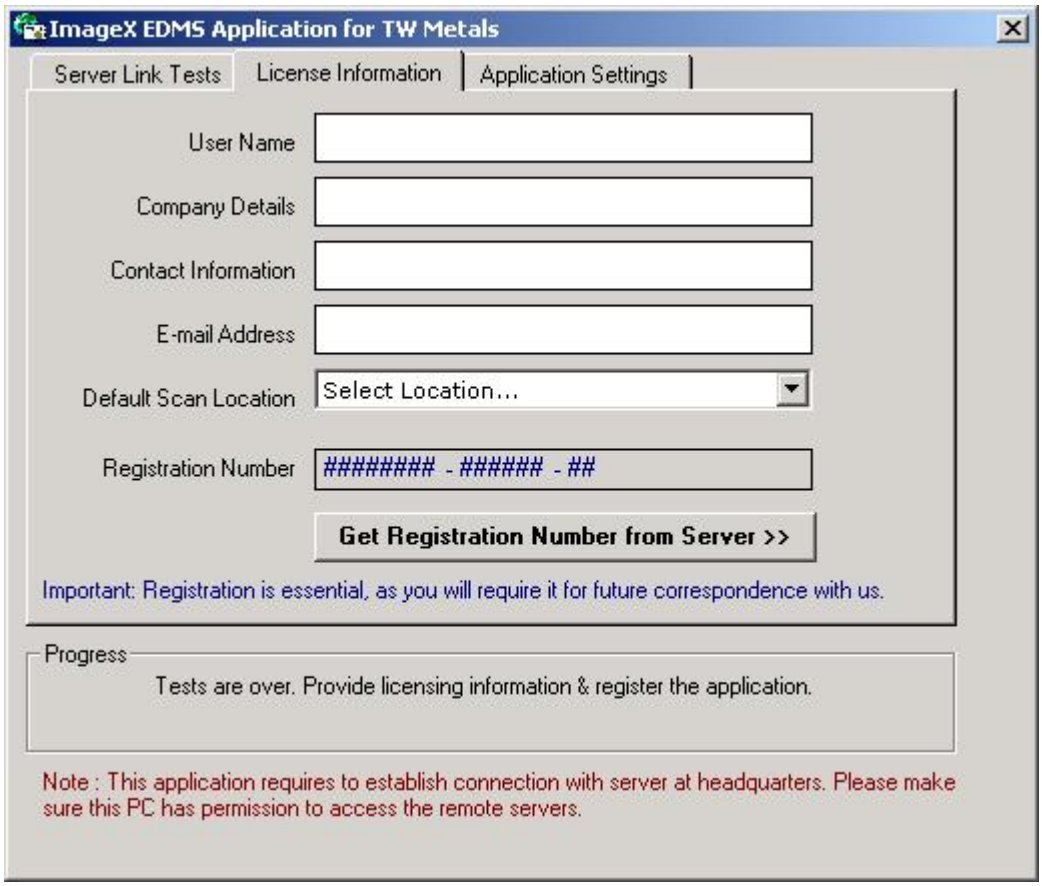

ImageX EDMS Application for TW Metals
Server Link Tests
License Information
Application Settings
User Name
Company Details
Contact Information
E-mail Address
Default Scan Location
Select Location...
Registration Number
######### - ###### - ##
Get Registration Number from Server >>
Important: Registration is essential, as you will require it for future correspondence with us.
Progress
Tests are over. Provide licensing information & register the application.
Note : This application requires to establish connection with server at headquarters. Please make sure this PC has permission to access the remote servers.

Figure 2.2.1: License Information Screen

Fill-in the required details and click the **Get Registration Number from Server** button. The Registration Number returned is a unique number that is used to identify the user.

ImageX EDMS Application for TW Metals
Registration successful. Confirm the registration number generated, shown on the screen.
Now you can set the other application related settings.
OK

Figure 2.2.2: User Registration Successful

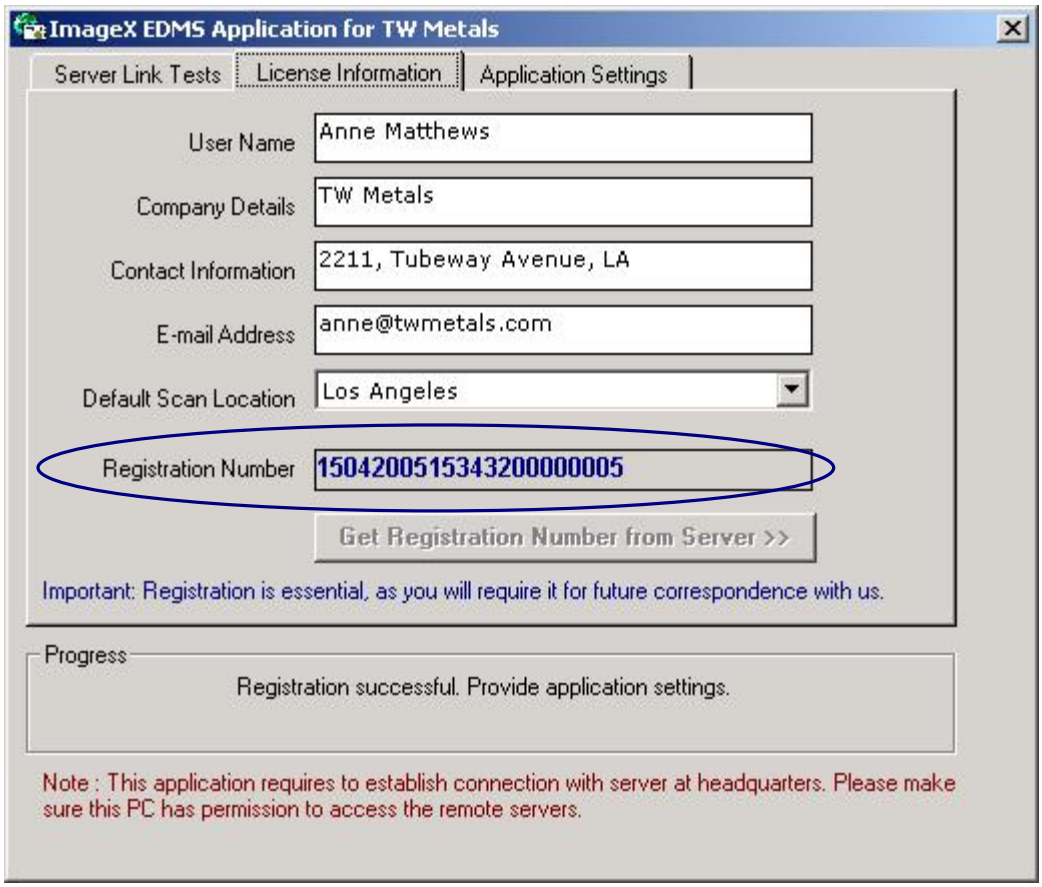

ImageX EDMS Application for TW Metals
Server Link Tests
License Information
Application Settings
User Name
Anne Matthews
Company Details
TW Metals
Contact Information
2211, Tubeway Avenue, LA
E-mail Address
anne@twmetals.com
Default Scan Location
Los Angeles
Registration Number
15042005153432000000005
Get Registration Number from Server >>
Important: Registration is essential, as you will require it for future correspondence with us.
Progress
Registration successful. Provide application settings.
Note : This application requires to establish connection with server at headquarters. Please make sure this PC has permission to access the remote servers.

Figure 2.2.3: Registration Number

2.3 Application Settings

Once the registration number is obtained, click the Application Settings tab. The following screen follows

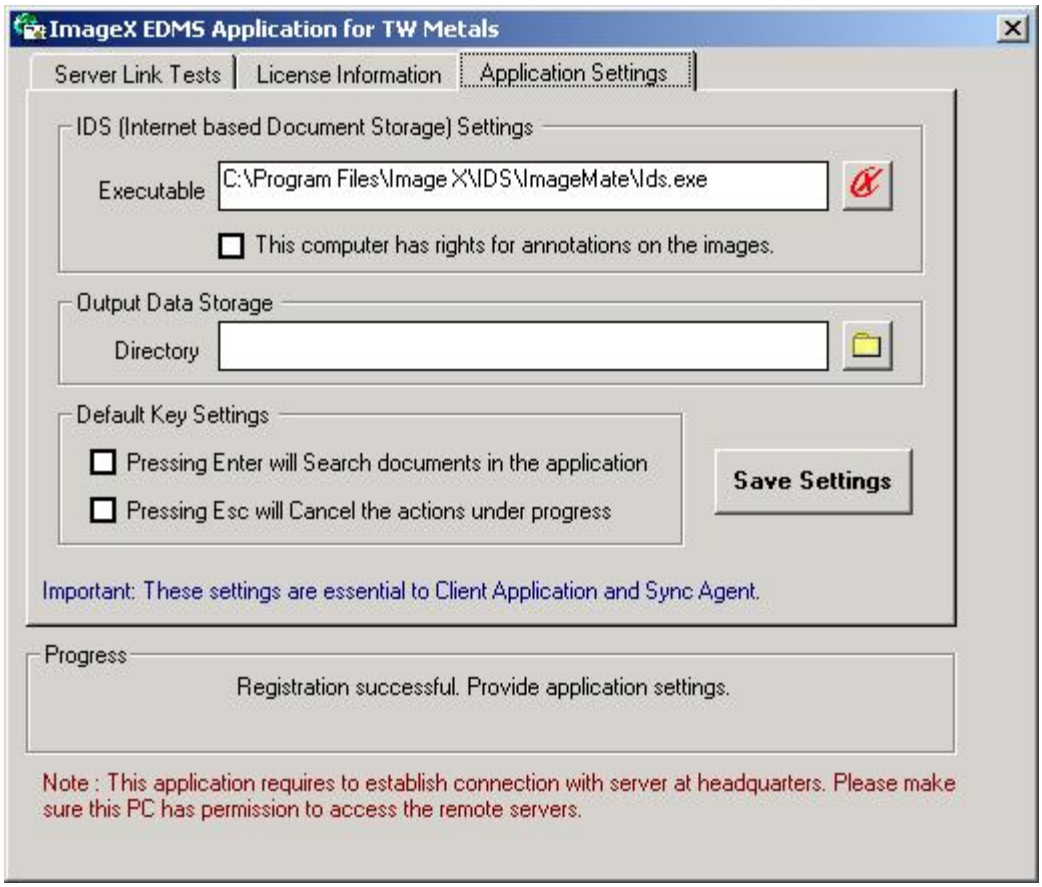

ImageX EDMS Application for TW Metals
Server Link Tests
License Information
Application Settings
IDS (Internet based Document Storage) Settings
Executable
C:\Program Files\Image X\IDS\ImageMate\Ids.exe
This computer has rights for annotations on the images.
Output Data Storage
Directory
Default Key Settings
Pressing Enter will Search documents in the application
Pressing Esc will Cancel the actions under progress
Save Settings
Important: These settings are essential to Client Application and Sync Agent.
Progress
Registration successful. Provide application settings.
Note : This application requires to establish connection with server at headquarters. Please make sure this PC has permission to access the remote servers.

Figure 2.3.1: Application Settings

IDS Executable: Path of the ImageMate software. ImageMate software helps scanning and viewing of documents. Press to select the respective path.

Output Data Storage Directory: Indicates the data directory path. Press to select the directory. This directory will typically be located in the application folder.

Default Key Settings:

- Incase you wants documents to be searched when you press the "Enter" key, tick the "Pressing Enter will Search documents in the application" checkbox.
- To have all actions in progress canceled when the "Esc" key is clicked, tick the "Pressing Esc will Cancel the actions under progress" checkbox.

Click the **Save Settings** button. The following window will ensue

Figure 2.3.2: Application Settings Completed

Click the **Ok** button.

3. Administrative Menu

After the user logs in, the main screen opens (see below). This screen allows the Administrator to create and delete user accounts, configure system settings and perform other operations.

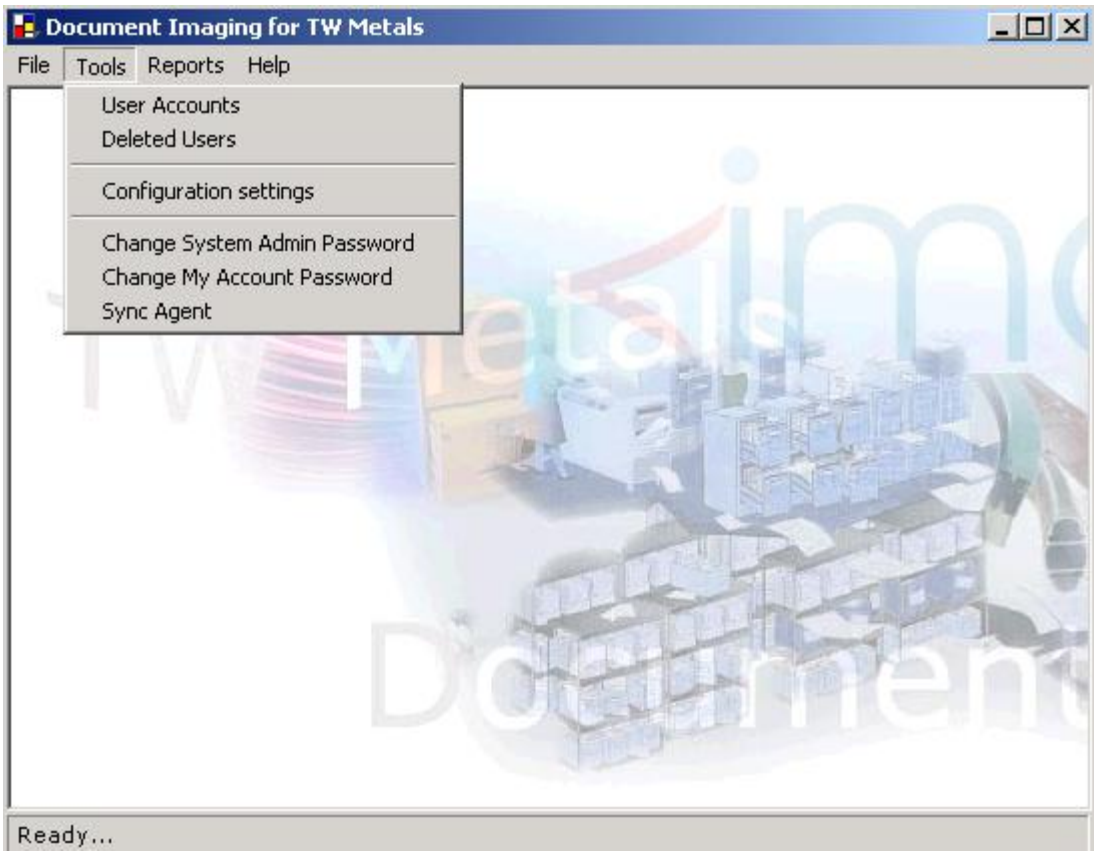


Figure 3.1: Main Screen

3.1 Create User Accounts

This section allows the Administrator to create new users and set their properties. Select **User Account** from **Tools** menu. The next screen opens. Initially, the Edit and Delete buttons are disabled, as there are no users in the system. Once added, these are enabled.

As seen, this screen captures the login specific details along with information regarding different permissions given to the user.

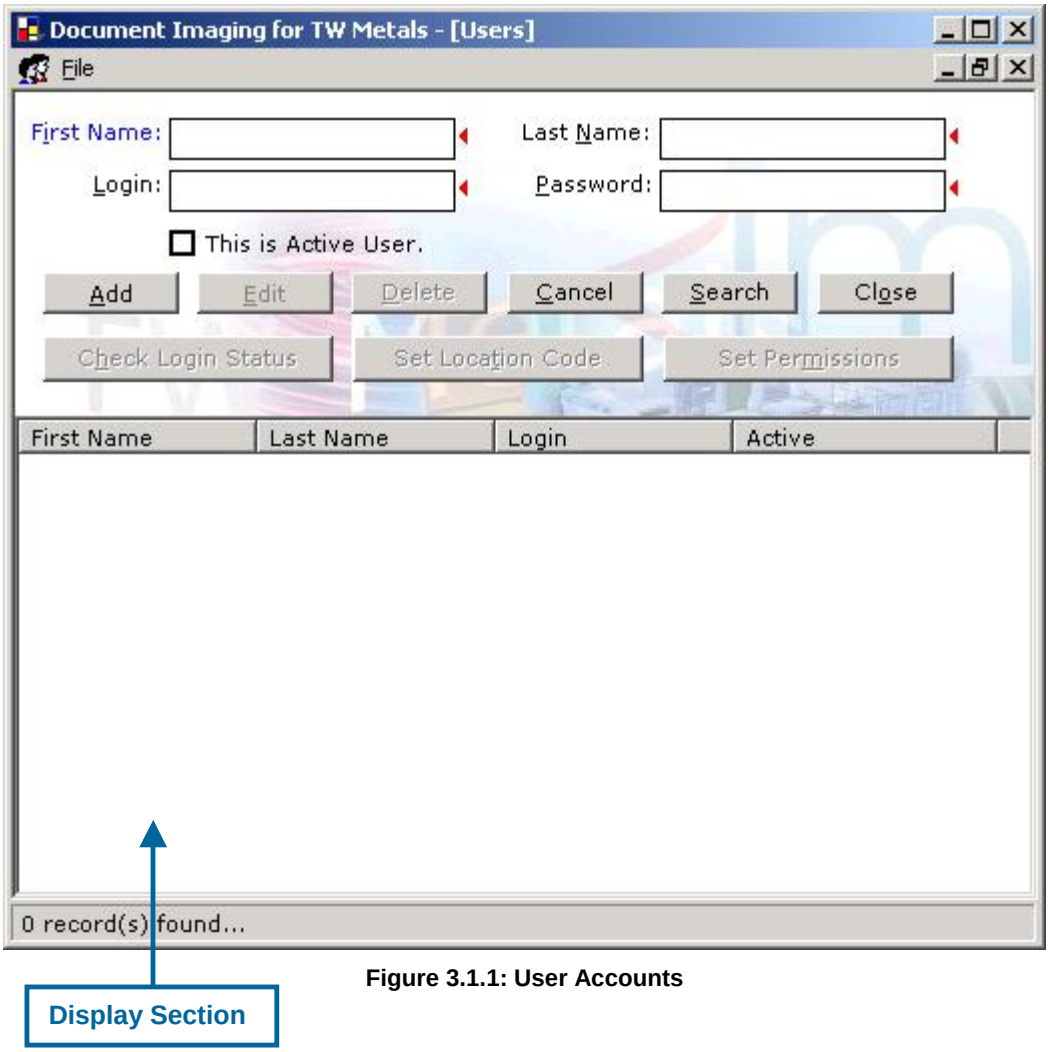


Figure 3.1.1: User Accounts

First Name: This field is used to store the first name of the user being created.

Last Name: This field is used to store the last name of the user being created.

Login: This field is used to store the user's login name that he has to enter at the time of logging into the application.

Password: This field is used to store the user's password that is used for authentication while logging into the application.

This is Active User: Check this option to activate the account of the user. If left unchecked, the new user is inactive and cannot access the system.

Check Login Status: Once a user has logged on some other machine, the system will not allow him to login on another machine as long as the user does not close the already running application by his account. In case the user were to turn off the computer by electric switch then this user is not properly logged off from the server and the system will not allow this user to use the system again.

To check whether a user is currently logged in on any machine, select that user entry from the display screen and click button **"Check Login Status"**.

If that user has not logged on to any other machine, the system would generate the following message

Figure 3.1.2: User Login Status

If user has logged in on some another machine, then system would generate a message like

ImageX EDMS Application for TW Metals
This user is currently logged in on machine COMPUTER7
Do you want to log out this user?
Yes
No

Figure 3.1.3: Logout User

If you select "yes" in this dialog, system turns off users login status on server so that the user can login to the system again.

To Add a User:

To add a new user, enter all required details and press Add button. The new user is then displayed in the Display section of the screen along with all other details.

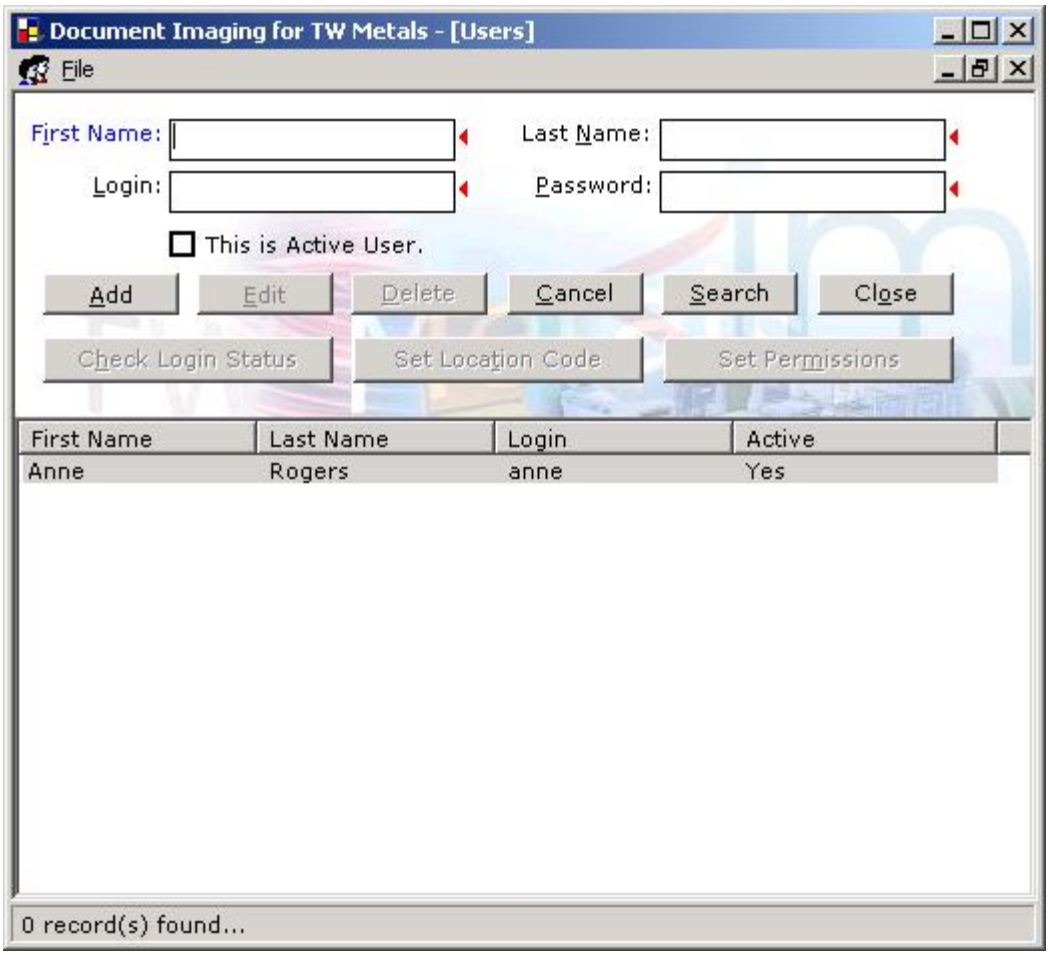


Figure 3.1.4: Create User

Set User Permissions:

To grant or revoke the permissions for the user, click on the user's entry in the Display section and Click **Set Permission** button. If this user had been assigned permissions previously, the following window would show them as checked. You need to check or uncheck a permission to grant or revoke it.

User Permissions [anne]
This is Administrator user.
This user can access TW Metals documents.
This user can scan documents.
This user can index documents.
This user can edit documents.
This user can delete documents.
This user can view documents.
This user can lock/unlock documents.
Ok
Close

Figure 3.1.5: Assign Permissions

- **This is Administrative user**: Checking this option will make the new user the Administrator of the system. If this option is selected, all other permissions are automatically granted.

- **This user can access TW Metals documents**: Only after you check this option will the options below be enabled for you to select from.
  - **This user can scan documents**: On checking this option, user can scan documents. Giving a user permission to scan the documents implicitly allows him to delete and view the documents as well but not vice versa.
  - **This user can index documents**: On checking this option, user can index documents. A user with Index Documents permission can edit, delete and view the documents as well but not vice versa.
  - **This user can edit documents**: On checking this option, user can edit documents.
  - **This user can delete documents**: On checking this option, user can delete documents.
  - **This user can view documents**: On checking this option, user can view documents.
  - **This user can lock/unlock documents**: On checking this option, user can lock and unlock documents. Other users cannot view locked documents.

Click on the **Ok** button after assigning the permissions.

Set Location Codes:

This option allows the administrator to set location codes to the user.

For this, click on the user's entry in the Display section and click **Set Location Code** button. If location codes have previously been assigned, they would be seen under the Assigned Location Codes column.

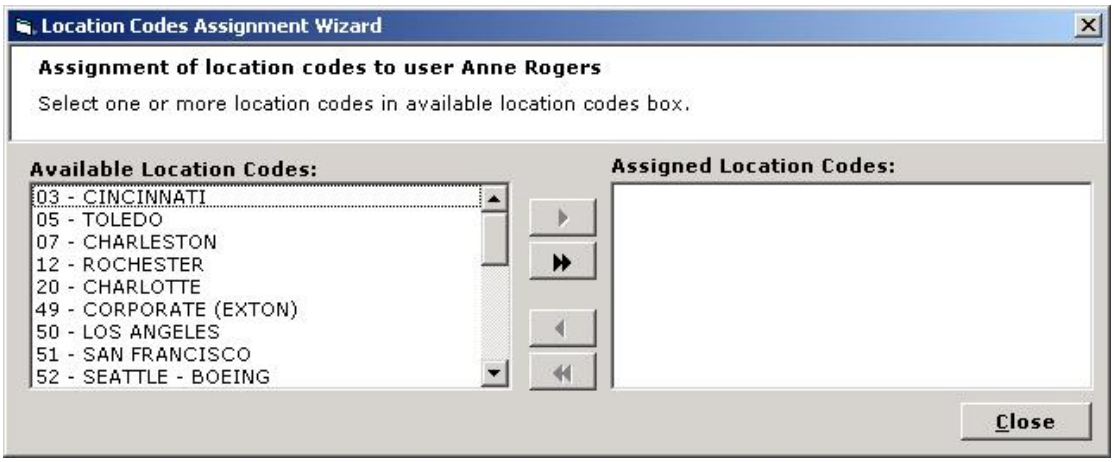

Location Codes Assignment Wizard
Assignment of location codes to user Anne Rogers
Select one or more location codes in available location codes box.
Available Location Codes:
03 - CINCINNATI
05 - TOLEDO
07 - CHARLESTON
12 - ROCHESTER
20 - CHARLOTTE
49 - CORPORATE (EXTON)
50 - LOS ANGELES
51 - SAN FRANCISCO
52 - SEATTLE - BOEING
Assigned Location Codes:
Close

Figure 3.1.6: Assign Document Codes

Adding Location Codes: Select one or more codes from under the **Available Location Codes** column and click on the button to assign them to the user.

Clicking on will assign all codes to the user.

Removing Location Codes: Select one or more codes from under the **Assigned Location Codes** column and click on the button to remove them for the user. Clicking on will remove all codes for the user.

To Edit User Details:

Select the user from the list and press the button. Input fields are then populated with the user's account details. You can change the user's name, login, password and active /inactive status. Note that the button changes to . Click this button to Save the changes.

To Delete User:

Select the user from the list and press the Delete button. The following confirmation message appears. Press **Yes** to delete the user account; press **No** if you do not wish to delete the user account.

Figure 3.1.7: Confirm Delete User

To Search User Details:

Specify user details in the input fields like first name, last name and login. Press the Search button. All users whose details match the search criteria are listed in the Display section. To view a user's details, double-click the username. Input fields are then populated with the user's account details.

Note:

- Searching is performed considering the "wild card" text, i.e. if you were to enter "HA" as the First Name for Search, the results will contain all records with User Name starting with "HA". Thus the results will have names like Harrison Andrew, Hanson Pete, etc.
- If the **Search** button is pressed without specifying any search criteria, all users will be listed in the Display section.

3.2 Deleted Users

This section maintains a list of deleted users.

Select **Tools** → **Deleted Users**. The following screen is displayed, listing all the deleted users.

Figure 3.2.1: Deleted Users

To **Restore** a deleted user, select the user from the list and press Restore. The user is now designated active and is removed from the "Deleted" list. The following window ensues

Figure 3.2.2: Confirm User Restoration

3.3 Configuration Settings

To manage configuration settings, Select **Tools** → **Configuration Settings**. The previously defined settings will be shown. You can edit the settings as required and then click the **Apply** button to save them. See Configuration Settings for more details.

3.4 Change System Admin Password

The administrator can change his password. For this, enter the new password and then re-enter it to confirmation purposes.

Figure 3.4.1: Change Password

The following screen will ensue on the click of the **Ok** button.

Figure 3.4.2: Screen Informing Password Change

3.5 Sync Agent

Sync agent is a data transfer utility that is run on the user machine. This utility is used to transfer document images to the MINDS server. Select **Tools** → **Sync Agent**.

The utility first transfers images that have been scanned for the Default Location to the Regional MINDS. The following window will ensue.

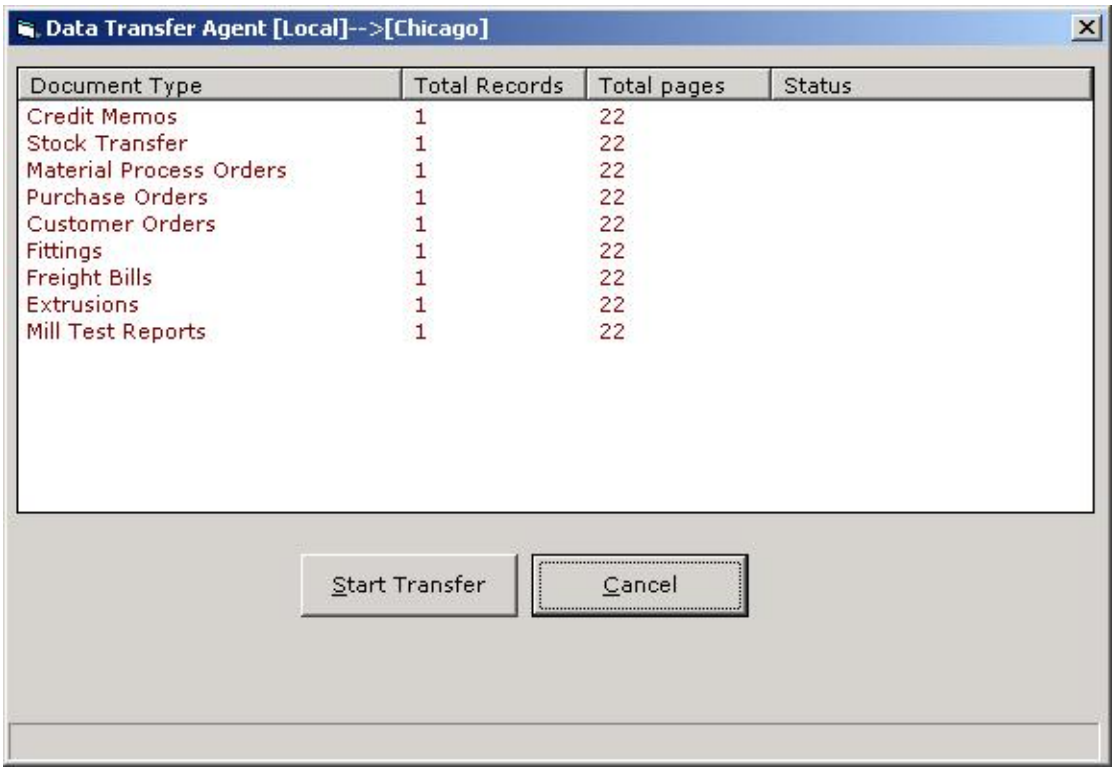


Figure 3.5.1: Sync Agent Screen (Default Location)

The window shows the document type with total records to transfer and the total number of pages for that type. Click the **Start Transfer** button to proceed with the transfer.

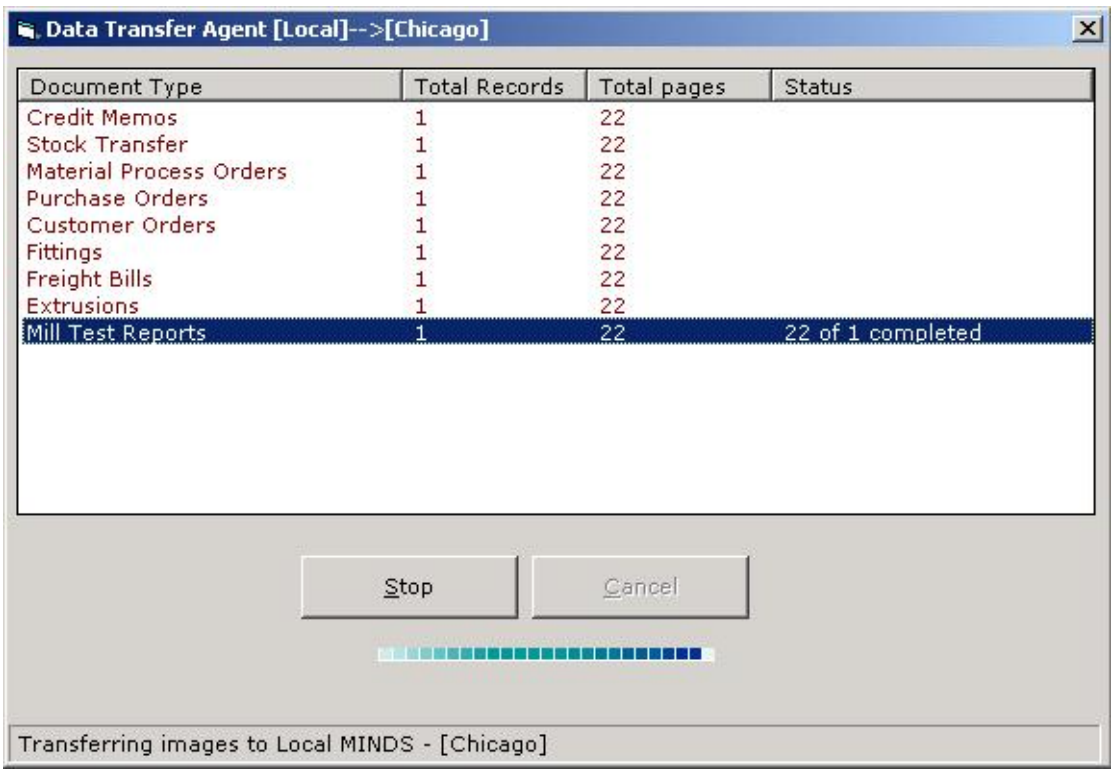


Figure 3.5.2: Screen Showing Progress of Data Transfer

Once the transfer is completed, the utility will start transferring images that have been scanned for other locations (Regions) to the respective regional MINDS one by one.

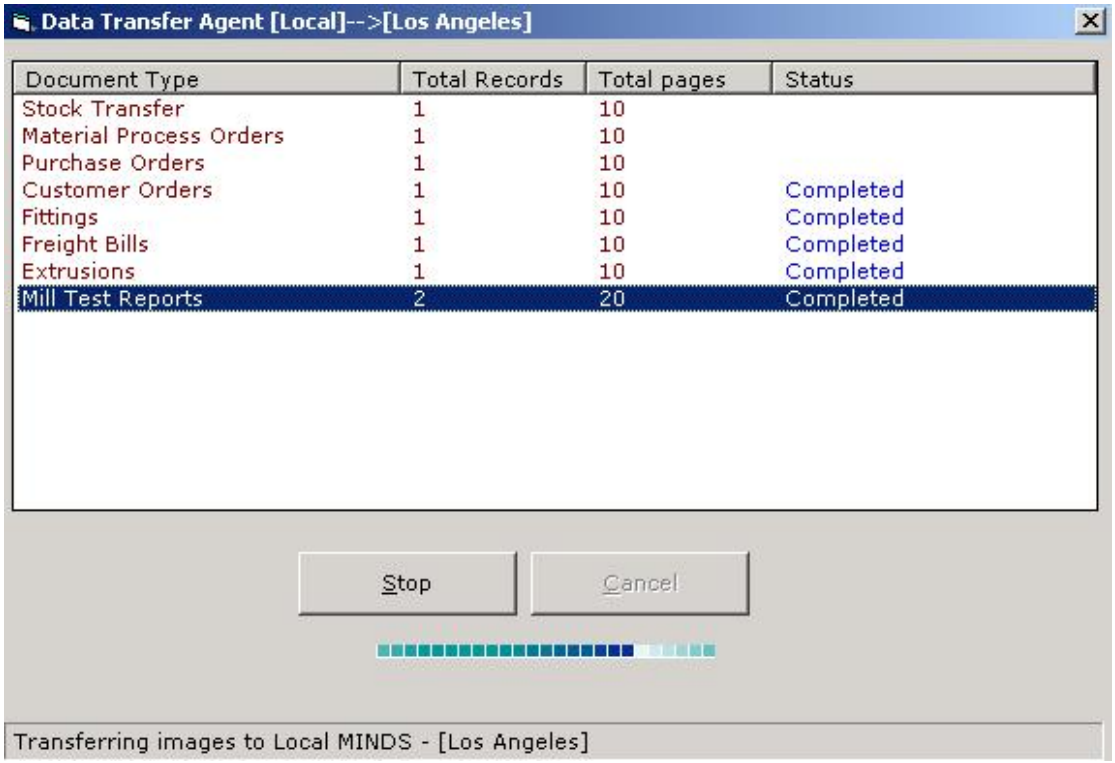


Figure 3.5.3: Screen Showing Progress of Data Transfer

In case there are no **Local** images to be transferred, the following message ensues.

TW Metals Imaging
There are No Records to Transfer From Local to Default Server i.e.Chicago,
Now checking for Other Locations
OK

Figure 3.5.4: No Local Records to Transfer

When the user clicks OK, the utility will start transferring images that have been scanned for other locations (Regions) to the respective regional MINDS one by one. (Figure 3.5.3: Screen Showing Progress of Data Transfer)

Note:

- Once images are transferred from the local data directory to regional MINDS, they can be viewed from MINDS only.

4. User Menu

After the user logs in, the File Menu options are enabled (see below). The user can scan, index, retrieve or view the documents and perform other operations.

Figure 4.1: File Menu

4.1 Scanning and Indexing Documents

Click on **File → Scanning & Indexing**. The following window ensues

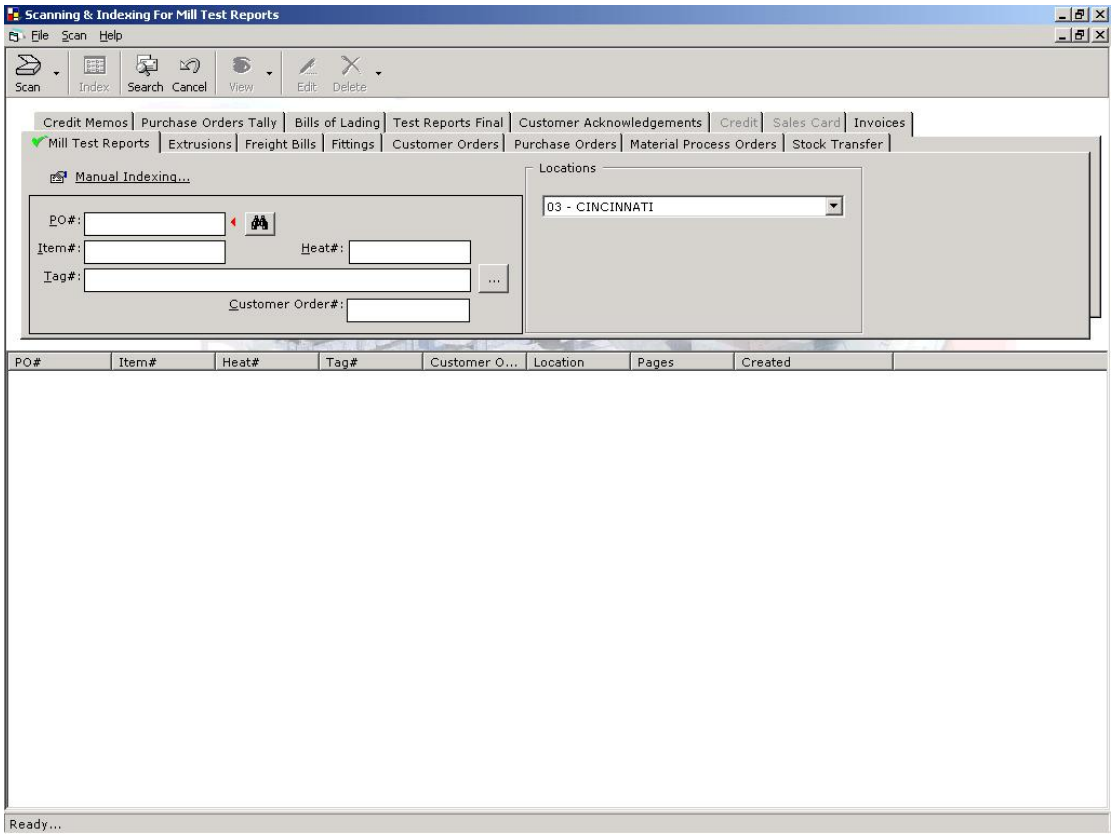

Scanning & Indexing For Mill Test Reports
File Scan Help
Scan Index Search Cancel View Edit Delete
Credit Memos Purchase Orders Tally Bills of Lading Test Reports Final Customer Acknowledgements Credit Sales Card Invoices
Mill Test Reports Extrusions Freight Bills Fittings Customer Orders Purchase Orders Material Process Orders Stock Transfer
Manual Indexing...
Locations
03 - CINCINNATI
PO#:
Item#:
Heat#:
Tag#:
Customer Order#:
PO# Item# Heat# Tag# Customer O... Location Pages Created
Ready...

Figure 4.1.1: Scan Menu Main Window

- Click the appropriate tab to select the Document Type for which documents need to be scanned. Lets say that the Document Type selected is "**Mill Test Reports**."
- Select the Location from the combo-list provided.
- Next specify the required details for indexing and click the **Scan** icon or go to **New Document** under the **Scan** menu.

Note:

- Only users with scanning permission are able to scan documents. This option is disabled for other users.
- For document types with both **Manual and Barcode Indexing**, the Barcode Indexes can be overwritten by Manual Indexing. For this, once the document is scanned, click to select the document and click the **Edit** icon or click **File → Document → Edit**. *Shortcut Key: Ctrl + E*. The indexing field will be editable now. Enter the desired Manual Indexing Information and click the **Save** icon or click **File → Document → Save**. *Shortcut Key: Ctrl + S*.

Two modes of scanning are provided:

1. File-By-File

In this, documents for a particular case are scanned and indexed at one time. In other words, no two cases' documents are scanned together.

ShortCut Key: F5

2. Batch

In this case, documents are scanned in batches, i.e., documents of separate cases are fed to the scanner separated by the Bar Code Separator sheet. The documents are scanned together and then separated and later indexed.

ShortCut Key: F6

Viewing a Document

Select the document from the document list and click on **File → View**. You can also double-click the selected document or press the

icon. *Short Cut Key: Ctrl + O.*

The selected document is opened for the user to view (provided the user has explicit permission for the same) either from LOCAL or MINDS.

Editing a Document

Select the document from the document list and click the

icon or click on **File → Document → Edit**. *Short Cut Key: Ctrl + E*

The fields of the window are filled with the record details in editable mode. Make the necessary changes and click on **File → Document → Save** or

.

Short Cut Key: Ctrl + S.

Deleting a Document

Select the document from the document list and press the

button or go to **File → Document → Delete**. *Shortcut Key: Ctrl + D.*

The following message appears. Press **Yes** to confirm deletion of the document. Otherwise, press **No**.

Figure 4.1.2: Confirm Document Delete

Note:

- Clicking Yes will delete the ENTIRE document.

4.2 Scan Menu

The user is provided with the following options under the Scan menu.

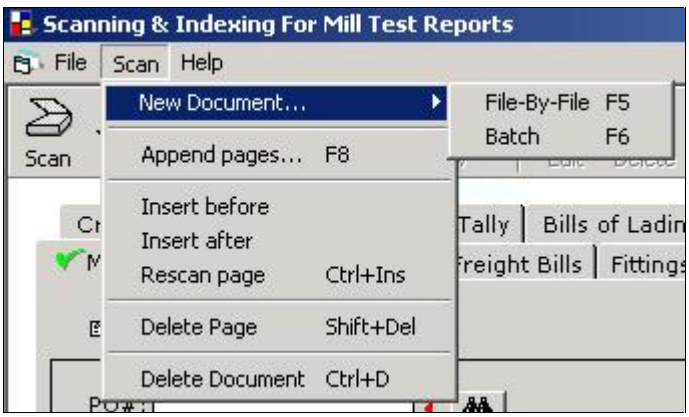


Figure 4.2.1: Scan Menu

New Document

Select this command to scan a new document. Refer section 5.1 for details.

Append Pages

This command permits the user to append newly scanned pages to the end of an existing document. Select the document to which pages are to be appended, then click **Append Pages** in the **Scan** menu. The newly scanned pages will be attached to the end of the selected document. *Shortcut Key: F8*

Insert Before

Open the required document and move to the page before which the new page is to be added. Now select Insert Before from the Scan menu. The newly scanned page is added before the current page of the existing document.

Insert After

Open the required document and move to the page after which the new page is to be added. Now select Insert After from the Scan menu. The newly scanned page is added after the current page of the existing document.

Rescan Page

To replace a page of the document with another page, open the document and move to the page you wish to replace. Select **Rescan Page** from the **Scan** menu. The original page is now replaced with the new page.

ShortCut Key: Ctrl + Ins

Delete Page

Open the document from the list and move to the page to be deleted. Now select Delete Page from the Scan menu or click

. The following message appears:

Figure 4.2.2: Confirm Page Delete

Press **Yes** to delete the page from the document. The entry under the **Pages** column will be updated automatically.

ShortCut Key: Shift + De

Delete Document

Select the document from the list (single click) and click on **Delete Document** under the **Scan** menu. The document can also be deleted by **File** → **Document** → **Delete** or

icon.

ShortCut Key: Ctrl + D

The system will ask for confirmation before permanently deleting the document.

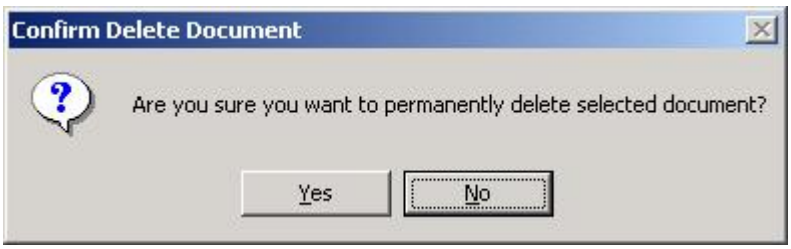


Figure 4.2.3: Confirm Document Delete

Note:

- The entire document gets deleted provided the document is in the Local storage and not in MINDS.

4.3 Multi-Location Retrieval

Indexed documents are searched using the Multi-Location Retrieval screen with a variety of criteria. Select **File** → **Multi-Location Retrieval**.

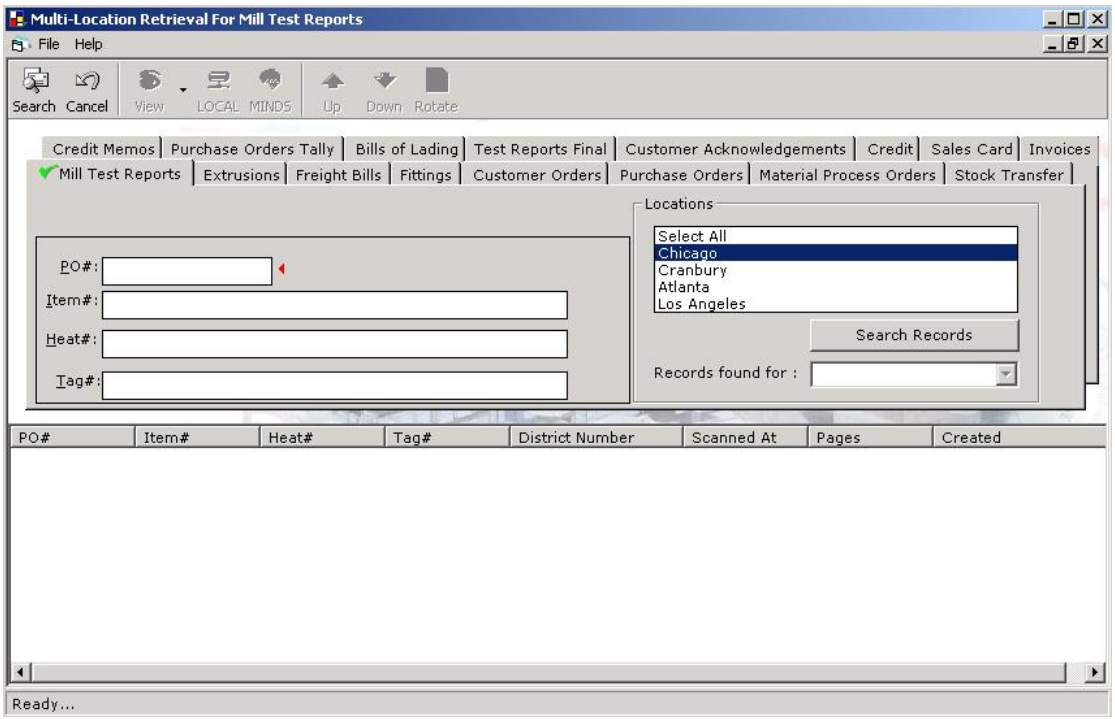

Multi-Location Retrieval For Mill Test Reports
File Help
Search Cancel View LOCAL MINDS Up Down Rotate
Credit Memos Purchase Orders Tally Bills of Lading Test Reports Final Customer Acknowledgements Credit Sales Card Invoices
Mill Test Reports Extrusions Freight Bills Fittings Customer Orders Purchase Orders Material Process Orders Stock Transfer
Locations
Select All
Chicago
Cranbury
Atlanta
Los Angeles
PO#:
Item#:
Heat#:
Tag#:
Search Records
Records found for :
PO# Item# Heat# Tag# District Number Scanned At Pages Created
Ready...

Figure 4.3.1: Multi-Location Retrieval Menu Main Window

- Click the appropriate tab to select the Document Type for which documents need to be searched. Lets say that the Document Type selected is "**Mill Test Reports**."
- Select the Location from the combo-list in which to search for the documents. The user can select multiple locations at one time. For this use the Ctrl key and mouse. Use **Select All** to search from all locations. The document is searched in all the specified locations. Also, the locations in which the particular record was found are listed in the **Records Found For** combo-box list.
- Next specify one or more criteria to base your search on and click the

icon or the **Search Records** button. You can also click **Search Indexed Documents** in the **File** menu. *Shortcut Key: Ctrl + F*

  All documents satisfying the criteria are shown in the display section. Selecting any document populates the input fields with details of that document.

Note:

- Search Criteria differs with the Document Type selected, i.e. different Document Types have different Search Criteria.
- Specifying at least one search criteria is mandatory.
- Searching is performed considering the "wild card" text, i.e. If you were to enter "01" for the PO Number field, the results will contain all records with PO Number starting with "01". Thus the results will have PO Number's as 0100, 0112, etc.
- Even though the document is listed for the user during search, he can open the document in ImageMate software and view it ONLY IF he has explicit permissions for the same.

To **view a document**, double-click the document or press the

icon.

: Moves the document one page up (shows the previous page)

: Moves the document one page down (shows the next page)

: Rotates the current page to the degree determined by the user.

To **delete a document**, click to select the document and press the **Delete** icon. The system will ask for confirmation before permanently deleting the record.

Note:

- The record is permanently deleted provided it resides under MINDS.

4.4 File Menu

The user is provided with the following options under the File menu.

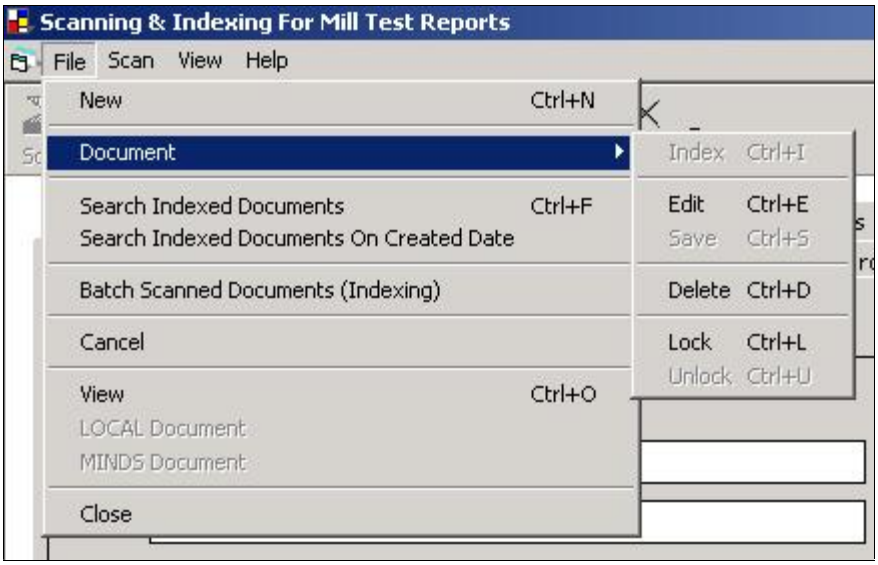


Figure 4.4.1: File Menu

New

This option resets the fields in the above window.

ShortCut Key: Ctrl + N.

Document

You can **Index**, **Edit**, **Delete**, **Lock** or **Unlock** a document using this option.

1. **Index Document**: This option is basically used in case of batch scanning where documents for multiple cases are scanned together. To index a document, select the document from the list in the display section. Next, fill in the indexing information and click on the **Index icon** or go to **Index** under **File → Document**.
   ShortCut Key: Ctrl + I

2. **Edit Document**: To edit the details of a scanned record, select it from the list and click on the **Edit icon** or go to **Edit** under **File → Document**.
   ShortCut Key: Ctrl + E

3. **Save Document**: To save an edited record, click on **Save icon** or go to **Save** under **File → Document**.
   ShortCut Key: Ctrl + S

4. **Delete Document**: To delete a record, select it from the list and click on the **Delete icon** or go to **Delete** under **File → Document**.
   ShortCut Key: Ctrl + D

5. **Lock Document**: To lock a record, select it from the list and go to **Lock** under **File → Document**. A locked document is not available for viewing by any user.

6. **Unlock Document**: To unlock a record, select it from the list and go to **Unlock** under **File → Document**.

Search Indexed Documents

The user can search for a scanned document on the basis of any one or more of the input fields. The document is searched for the specified location in the location combo-box.

Click on the Search icon

, or **Search Indexed Documents** under the **File** menu.
ShortCut Key: Ctrl + F

All documents satisfying the specified search criteria get listed.

Note:

- A single click on the record in the list will populate the record details in the field. Also, double clicking on the record will open the scanned documents in ImageMate to view (provided the user has explicit permission for the same).
- If no criterion is specified for search, all records for the selected location are returned.

Search Indexed Documents on Created Date

Click on this option if you need to search for documents created on a particular date. The following window will ensue

Figure 4.4.2: Search Non-Indexed Document for Create Date

Enter the desired date. The display window will be populated with the search results on the click of the **Ok** button.

Batch Scanned Documents (Indexing)

This option is used to batch scan documents. Click **File → Batch Scanned Documents (Indexing)**.

Note:

- This menu option is ONLY available for Scanning under the File menu.
- The Barcode separator sheet essentially identifies between two batches of a case.

INDEXING the Document:

Double click to open the document.

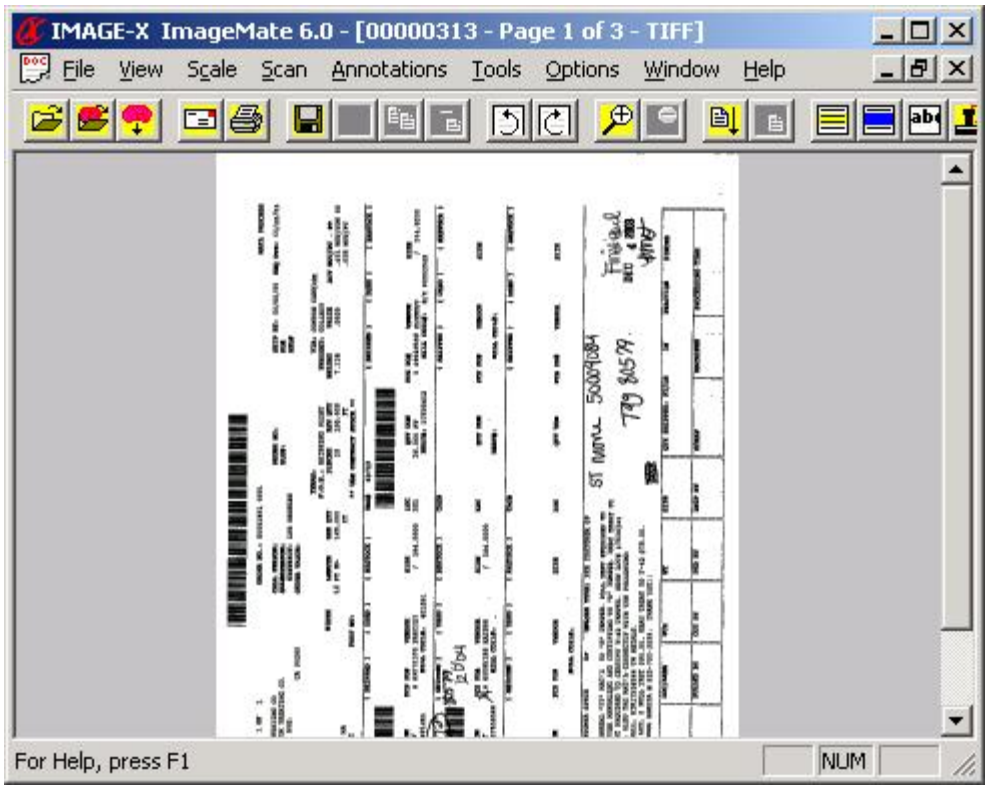


IMAGE-X ImageMate 6.0 - [00000313 - Page 1 of 3 - TIFF]
File View Scale Scan Annotations Tools Options Window Help
For Help, press F1
NUM

Figure 4.4.3: Open Document

- Click the appropriate tab to select the Document Type for which documents need to be scanned.
- Select the Location from the combo-list provided.
- If the document type is only **Manual Indexing**, enter the indexing information and click the Index icon.
- If the document type has both **Manual & Barcode Indexing**, the Barcode icon will be enabled. Click the icon.
  - If a barcode sheet was present with the document, the following message ensues.

Figure 4.4.4: Barcode Available

Click OK.

The Indexing fields will contain information read from the Barcode. The user can change this indexing information if desired. He can also select another District from the combo box.

Click the Index icon to index with specified information. The following confirmation message will ensue.

Figure 4.4.5: Document Indexed Successfully

  - If a barcode sheet is not found with the document, the following message ensues.

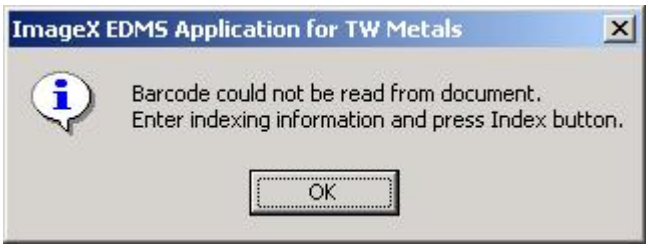

ImageX EDMS Application for TW Metals
Barcode could not be read from document.
Enter indexing information and press Index button.
OK

Figure 4.4.6: Barcode Not Available

Click OK.

Enter the indexing information and select the District from the combo box.

Click the

icon to index with specified information. The following confirmation message will ensue.

Figure 4.4.7: Document Indexed Successfully

Cancel

Clicking on this option clears the screen of all values and previous results.

ShortCut Key: Ctrl + L

View

Clicking on this option opens the selected document in ImageMate for viewing purposes.

Close

Click on this option to exit the **Scanning and Indexing** menu option.

4.5 View Menu

When a document is opened for viewing, an additional menu item, **View,** appears on the screen providing the user with the following options.

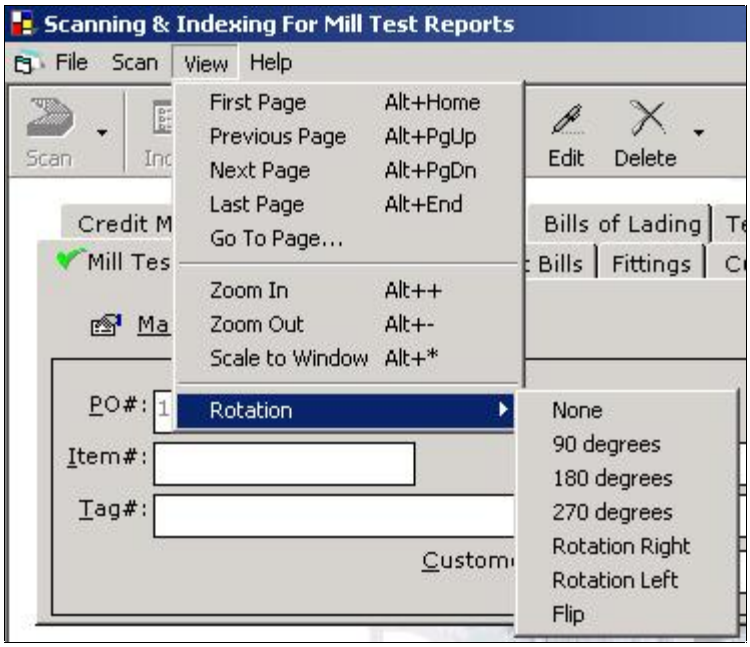


Figure 4.5.1: View Menu

First Page

To view the first page of the active document in ImageMate.

Shortcut Key: Alt + Home.

Previous Page

To view the page before the currently opened page in the active document.

Shortcut Key: Alt + PgUp.

Next Page

To view the page after the currently opened page in the active document.

Shortcut Key: Alt + PgDn.

Last Page

To view the last page of the active document in ImageMate.

Shortcut Key: Alt + End.

Go To Page

To view a particular page number. The user is provided with a screen in which to enter the Page Number.

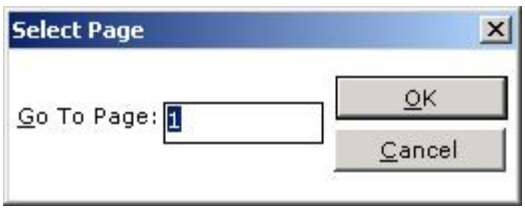


Figure 4.5.2: Select Page

Incase the user enters a page number not existing in the active document, an appropriate message is displayed.

Figure 4.5.3: Page Not Existing

Zoom In

To enlarge the view of the page currently displayed. You can also use the mouse to drag a rectangle to zoom in (For TIFF Images only).

Shortcut Key: Alt + "+".

Zoom Out

To contract the view of the page currently displayed in the Image Mate.

Shortcut Key: Alt + "-".

Scale To Window

To adjust the page to cover the complete screen.

ShortCut Key: Alt + "".*

Rotation

To rotate the currently displayed page by a selected value.

- **None**: This option implies no rotation.
- **90 degree**: This option implies rotation by 90 degrees.
- **180 degree**: This option implies rotation by 180 degrees.
- **270 degree**: This option implies rotation by 270 degrees.
- **Rotation Right**: This option implies rotation to the right.
- **Rotation Left**: This option implies rotation to the left
- **Flip**: This option implies inverse rotation along the vertical axis.

5. Reports

The user can generate reports based on **Scanning-Indexing** and **Data Transfer**.

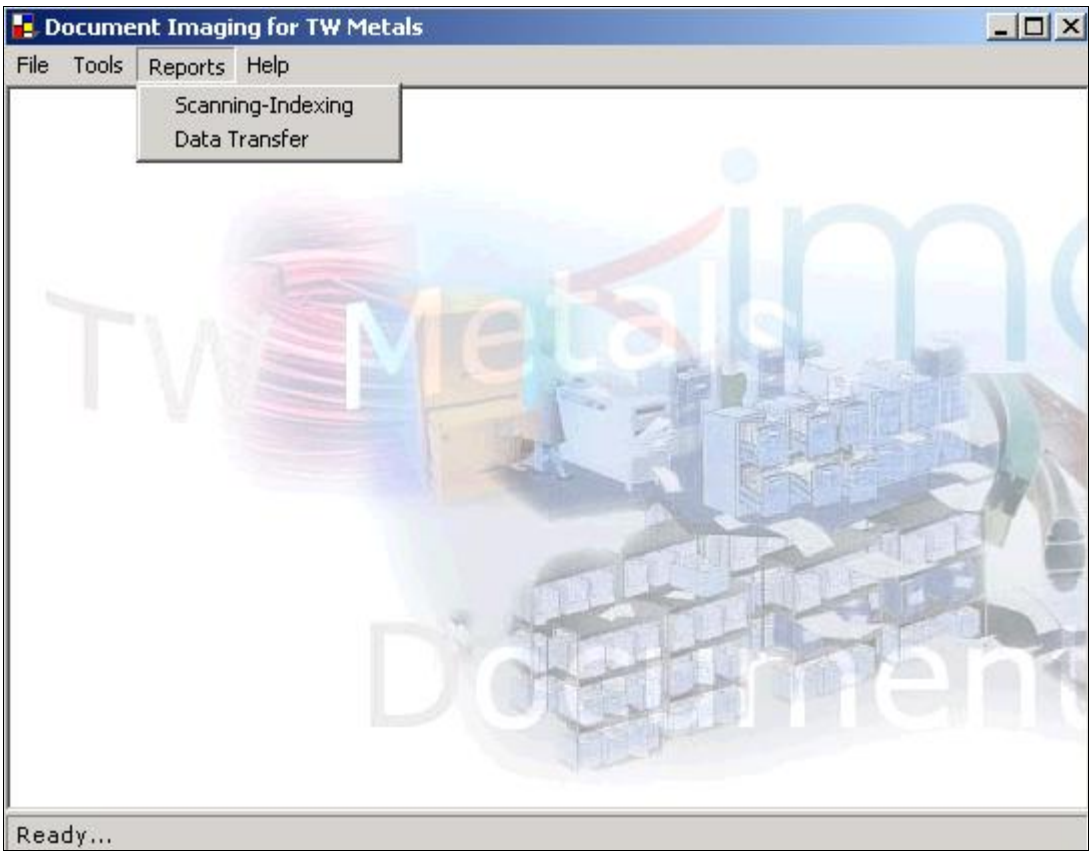


Figure 5.1: Reports Menu

5.1 Scanning-Indexing

- Select **Reports → Scanning-Indexing**.
- The following window ensues.

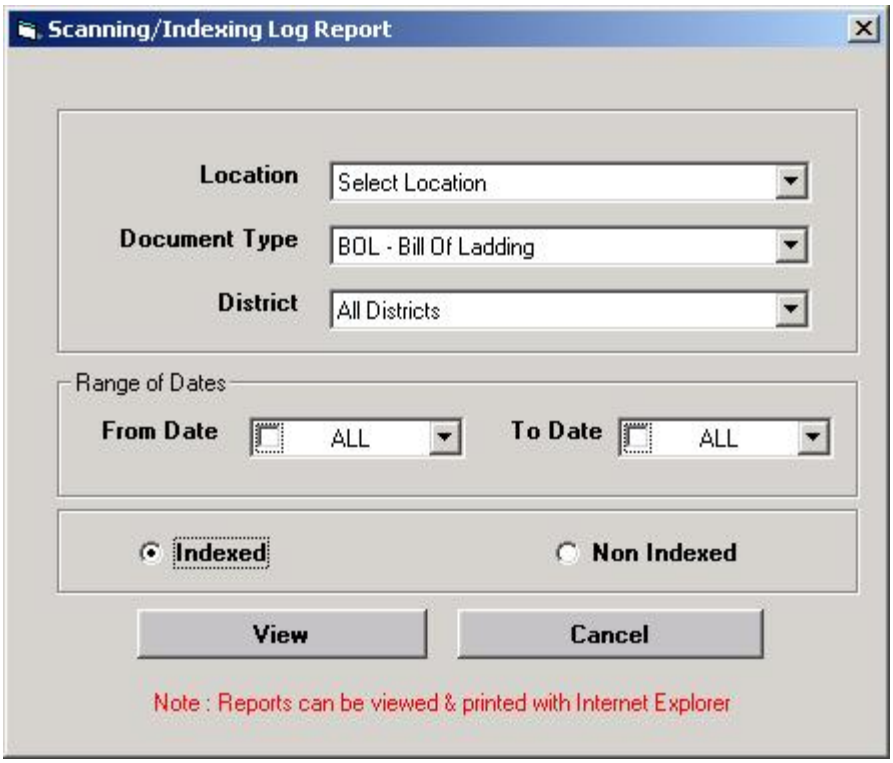
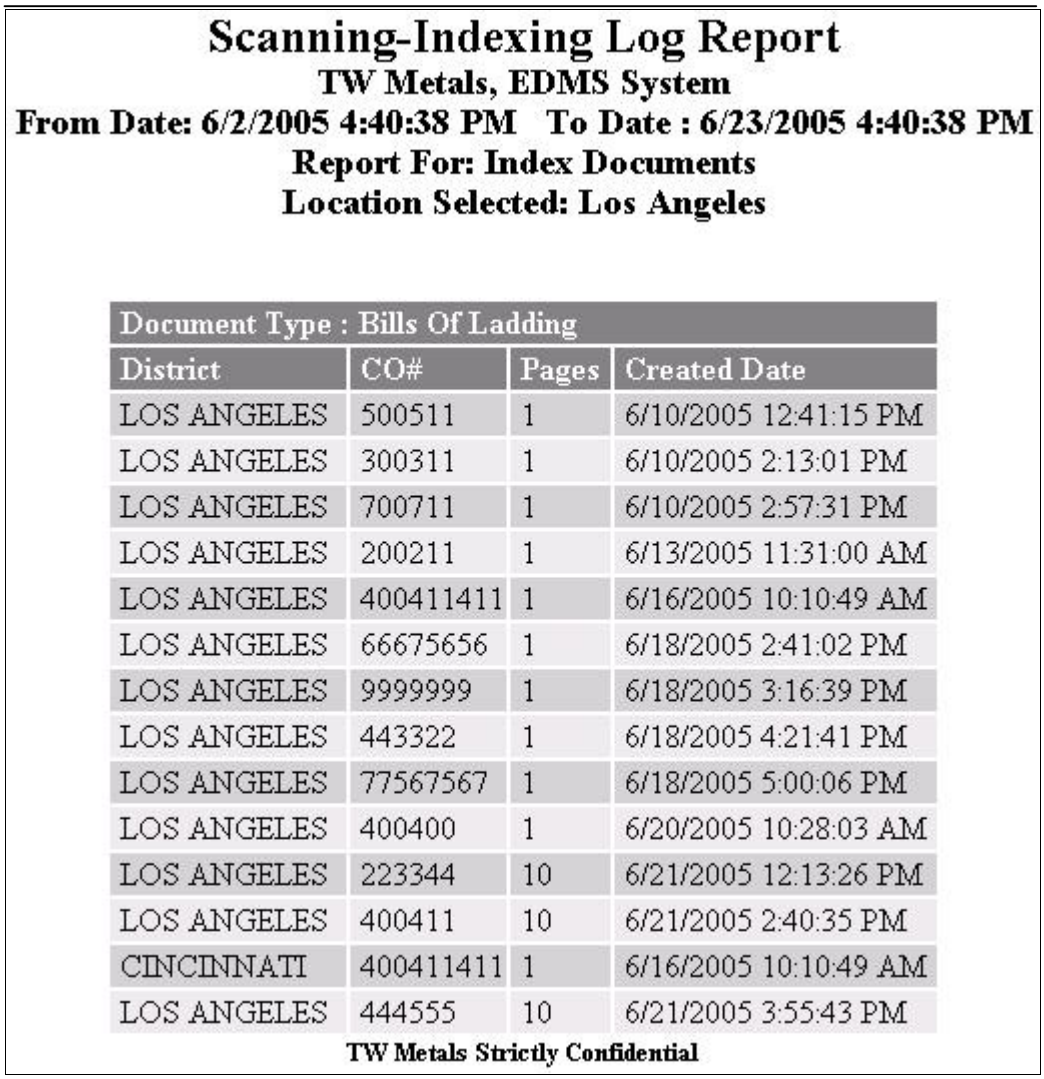


Figure 5.1.1: Scanning-Indexing Report Screen

- Specify the Location, Document Type and District for the report.
- Select the date range for which the report is desired. To view reports of all documents, leave the date fields to its default. The **To Date** should be more than the **From Date**.
- Lastly, specify whether the report should be of **Indexed** or **Non-Indexed** documents.
- Click **View**.



Scanning-Indexing Log Report

TW Metals, EDMS System

From Date: 6/2/2005 4:40:38 PM To Date : 6/23/2005 4:40:38 PM

Report For: Index Documents

Location Selected: Los Angeles

Document Type : Bills Of Ladding			
District	CO#	Pages	Created Date
LOS ANGELES	500511	1	6/10/2005 12:41:15 PM
LOS ANGELES	300311	1	6/10/2005 2:13:01 PM
LOS ANGELES	700711	1	6/10/2005 2:57:31 PM
LOS ANGELES	200211	1	6/13/2005 11:31:00 AM
LOS ANGELES	400411411	1	6/16/2005 10:10:49 AM
LOS ANGELES	66675656	1	6/18/2005 2:41:02 PM
LOS ANGELES	9999999	1	6/18/2005 3:16:39 PM
LOS ANGELES	443322	1	6/18/2005 4:21:41 PM
LOS ANGELES	77567567	1	6/18/2005 5:00:06 PM
LOS ANGELES	400400	1	6/20/2005 10:28:03 AM
LOS ANGELES	223344	10	6/21/2005 12:13:26 PM
LOS ANGELES	400411	10	6/21/2005 2:40:35 PM
CINCINNATI	400411411	1	6/16/2005 10:10:49 AM
LOS ANGELES	444555	10	6/21/2005 3:55:43 PM

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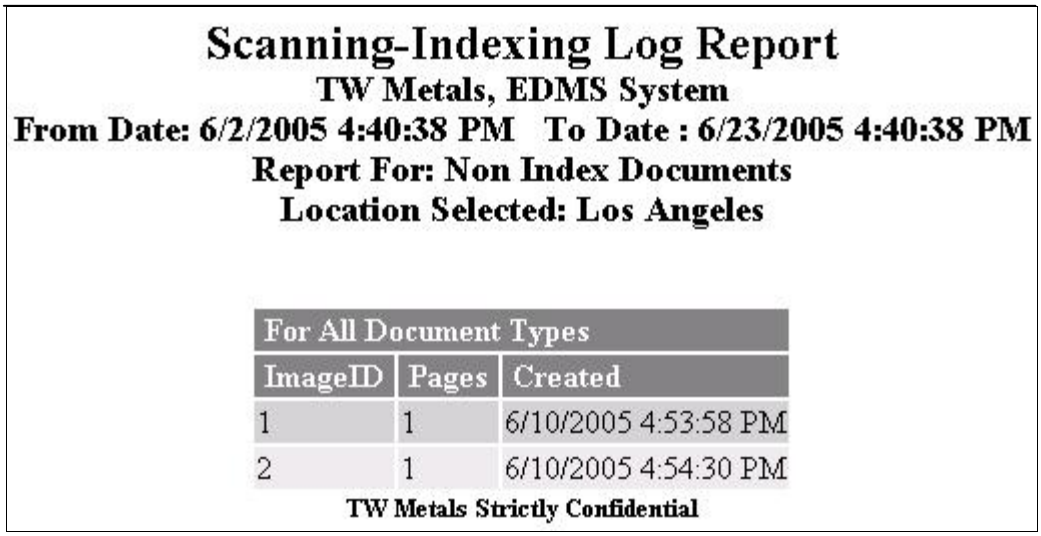
Figure 5.1.2: Scanning-Indexing Report for Indexed Documents



Scanning-Indexing Log Report

TW Metals, EDMS System

From Date: 6/2/2005 4:40:38 PM To Date : 6/23/2005 4:40:38 PM

Report For: Non Index Documents

Location Selected: Los Angeles

For All Document Types		
ImageID	Pages	Created
1	1	6/10/2005 4:53:58 PM
2	1	6/10/2005 4:54:30 PM

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Figure 5.1.3: Scanning-Indexing Report for Non-Indexed Documents

5.2 Data Transfer

- Select **Reports → Data Transfer**.
- The following window ensues.

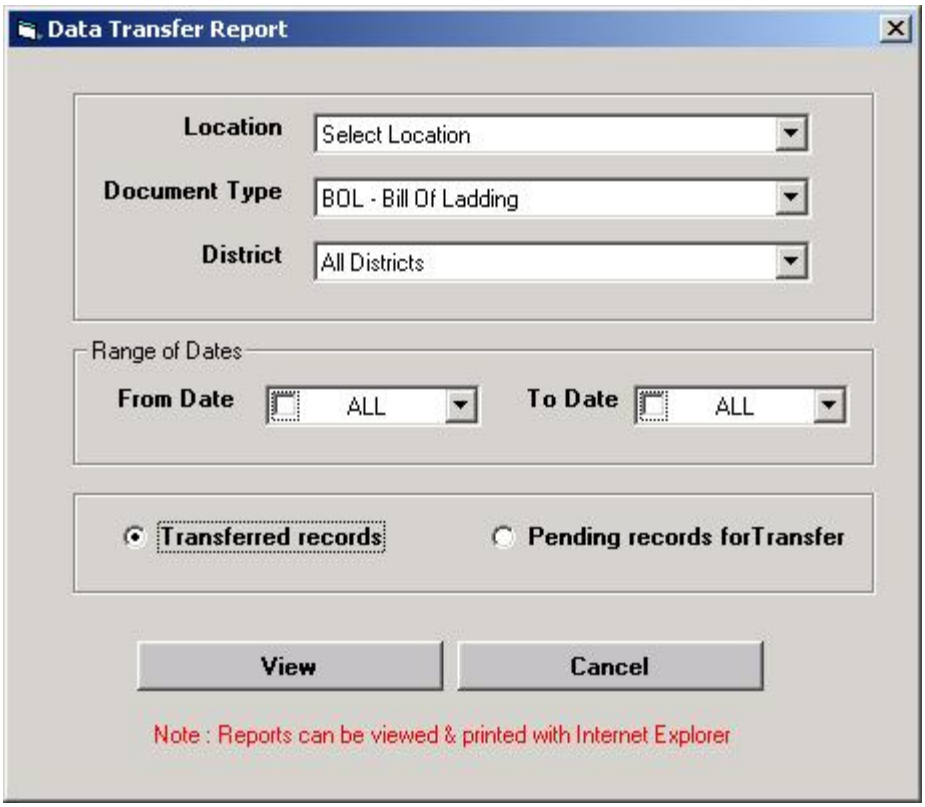

Figure 5.2.1: Data Transfer Report Screen

- Specify the Location, Document Type and District for the report.
- Select the date range for which the report is desired. To view reports of all documents, leave the date fields to its default. The **To Date** should be more than the **From Date**.
- Lastly, specify whether the report should be pertaining to **Transferred records** (records that have been transferred to the selected Location) or **Pending records for Transfer** (records that have not been transferred to the selected Location).
- Click **View**.

Data Transfer Report

TW Metals, EDMS System

From Date : 6/2/2005 4:49:04 PM To Date : 6/23/2005 4:49:04 PM

Report For: Transferred Records

Location Selected: Los Angeles

Document Type : Bills Of Ladding				
District	CO#	Pages	Created Date	Moved Date
LOS ANGELES	500511	1	6/10/2005 12:41:15 PM	6/18/2005
LOS ANGELES	500500503	1	6/18/2005 2:41:27 PM	6/18/2005
LOS ANGELES	300311	1	6/10/2005 2:13:01 PM	6/18/2005
LOS ANGELES	88888	1	6/18/2005 3:18:48 PM	6/18/2005
LOS ANGELES	700711	1	6/10/2005 2:57:31 PM	6/18/2005
LOS ANGELES	556677	1	6/18/2005 4:24:01 PM	6/18/2005
LOS ANGELES	200211	1	6/13/2005 11:31:00 AM	6/21/2005
LOS ANGELES	334455	10	6/21/2005 12:13:54 PM	6/21/2005
LOS ANGELES	400411411	1	6/16/2005 10:10:49 AM	6/21/2005
LOS ANGELES	300311	10	6/21/2005 2:45:04 PM	6/21/2005
LOS ANGELES	66675656	1	6/18/2005 2:41:02 PM	6/21/2005
LOS ANGELES	302311	10	6/21/2005 2:47:04 PM	6/21/2005
LOS ANGELES	5000002	10	6/22/2005 12:10:16 PM	6/22/2005
LOS ANGELES	9999999	1	6/18/2005 3:16:39 PM	6/18/2005

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Figure 5.2.2: Data Transfer Report for Transferred Records

Data Transfer Report

TW Metals, EDMS System

From Date : 6/2/2005 4:49:04 PM To Date : 6/23/2005 4:49:04 PM

Report For: Pending Records For Transfer

Location Selected: Los Angeles

Document Type : Customer Orders			
District	CO#	Pages	Created Date
LOS ANGELES	6566	10	6/23/2005 4:45:10 PM
LOS ANGELES	7765765	10	6/23/2005 4:44:11 PM

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Figure 5.2.3 Data Transfer Report for Pending Records for Transfer